

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FEDERAL PROGRAMS

DATE: JULY 27, 2007

Committee Members Present:  
Supervisors Bentley  
VanNess  
Mason  
Geraghty  
Girard

Others Present:  
Representing Office for the Aging  
Candace Kelly, Director  
Deborah Coalts, Nutrition Coordinator  
Representing Employment & Training Administration  
William Resse, Director  
Sharon Sano, Senior E&T Counselor  
Hal Payne, Commissioner, Administrative and  
Fiscal Services  
Joan Sady, Clerk, Board of Supervisors  
Supervisor F. Thomas  
Todd Lunt, Director, Human Resources  
Katy Goodman, Secretary to the Clerk

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Mr. Bentley called the meeting of the Federal Programs Committee to order at 10:04 a.m.

Motion was made by Mr. Mason, seconded by Mr. Geraghty and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Candace Kelly, Director of the Office for the Aging, who distributed copies of her Agenda packet for the meeting. A copy of the packet is on file with the minutes.

Mrs. Kelly commenced with review of her Agenda. She stated the first item (No. 1 A) was a request to approve the submission of an application to the New York State Office for the Aging for a WRAP (Weatherization Referral Assistance Program) grant for the Program Year of August 1, 2007 through July 31, 2008.

Motion was made by Mr. Mason, seconded by Mr. VanNess and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. Copies of a resolution request form and the grant application are on file with the minutes.

Pursuant to Agenda Item No. 2, Mrs. Kelly requested approval for Christie Sabo, the Department's Fiscal Manager, and herself to attend a one-day regional training in Plattsburgh, New York on August 6th. She apprised there would be no cost to the County and they would use a County car.

Motion was made by Mr. VanNess, seconded by Mr. Geraghty and carried unanimously to approve the aforementioned request as presented. Copies of an Authorization to Attend Meeting

or Convention form and information on the training are on file with the minutes.

Next, Mrs. Kelly discussed the issue of pursuing an alternate site for the Warrensburg Mealsite (Agenda Item No. 3). She reminded the Committee members this situation had been discussed previously and that a Resolution had been adopted which authorized moving the current mealsite in Warrensburg to the (County's) Countryside Adult Home. However, Mrs. Kelly stated, the Resolution had not been rescinded at the last Committee meeting and since that time something had come up relative to the Countryside Adult Home. She noted that perhaps Hal Payne, Commissioner of Administrative and Fiscal Services, would speak on that aspect of the issue.

Mrs. Kelly advised since the last Committee meeting the Catholic Church in Warrensburg had approached her to see if the County would be interested in locating the mealsite in its hall which was being renovated. She advised she had spoken with Kevin Geraghty, Town of Warrensburg Supervisor, about the proposal. Mrs. Kelly stated Deborah Coalts, Office for the Aging's Nutrition Coordinator, the manager of the Warrensburg mealsite, and she had looked at the hall. Mrs. Kelly requested the Committee members' permission to pursue whether the hall would be a feasible location for the mealsite. She explained the reason they wanted to relocate the mealsite was because the current mealsite was located in the basement of the building and the stairs to the basement were a problem. They had been looking for an alternate site in Warrensburg for 10 years, she added. Mr. Geraghty concurred that access to the Catholic Church's hall would be very easy.

Dialogue ensued between Mr. Mason and Mr. Payne on the matter. Mr. Mason queried if the aforementioned idea to use the Countryside Adult Home for the mealsite at some time in the future would still be open. Privilege of the floor was extended to Mr. Payne. He advised that Robert Phelps, Commissioner of the Department of Social Services, and Brenda Hayes, Administrator of Countryside Adult Home, had filed a request with the State Department of Health for permission to open a social model adult day care service in the space at the Home where there were empty beds. Mr. Payne advised although a grant had been available it did not really fit what they wanted to do at the Facility; therefore, they did not submit an application for the grant. The application for the day care was submitted about two weeks ago, he added.

Discussion continued. Mrs. Kelly confirmed for Mr. Mason that the decision to relocate the mealsite did need to be made right away. She explained under the contract for the current mealsite the County would have to give 30-days notice to the current facility (Methodist Church) that it was terminating the contract. Mrs. Kelly stated since the Catholic Church was renovating its building the space would not be ready right away. However, she stated, if the mealsite was going to be located there the OFA would need to be involved in the renovations because there were certain requirements for a mealsite kitchen. Mrs. Kelly confirmed the County would have to sign a lease with the Church for a certain period of time.

Relative to locating the mealsite at the Countryside Adult Home, Mrs. Kelly advised one of the main concerns they had heard from the public about the location was that the people who went

to the mealsite would have to travel from the main street of the Village to outside the Village to reach the Home. The Home's Administrator was also concerned about the availability of the kitchen space at the Facility because the lunch meals for the Home's residents would have to be prepared at the same time as those for the congregate mealsite and the Home Delivered Meals, she said. Mrs. Kelly noted there were also concerns about the traffic coming to the Home and that there would not be enough parking spaces for the mealsite patrons. Mr. Payne noted the parking area would have to be expanded. Mrs. Kelly commented she felt the Catholic Church would be a good location for the mealsite; and Mr. Geraghty concurred. He noted he thought they would lose mealsite patrons if the program was at Countryside. Mrs. Kelly commented she thought perhaps some of the people who now received Home Delivered Meals because they could not use the stairs at the current site would be able to go to the Catholic Church's facility.

Mr. Bentley questioned if there would be costs to use the Church Hall. Mrs. Kelly responded there would be costs for heat, electricity, garbage and snow removal. She apprised that under the current contracts for the other mealsites the County paid a percentage of those costs. However, Mrs. Kelly stated, Sister Linda, the Church representative they were negotiating the proposal with, had spoken about the rent being a flat fee. However, she advised, they had not discussed any figures yet. Mrs. Kelly apprised they were in the process of putting together last year's figures for the mealsite and she thought the costs for the site would exceed \$17,000 a year.

Relative to the relocation, Mrs. Kelly stated she was concerned about the dishwasher and stove at the current site because they would have to leave them there. She noted they would have to be replaced because they were purchased in 1974. Mrs. Kelly advised she had spoken to Mr. Geraghty to see if any appliances would be available through the Town. She advised those were options that had not been finalized yet and at this point the issue was whether the Committee members wanted her to pursue relocating the mealsite to the Catholic Church.

It was the consensus of the Committee members that Mrs. Kelly should pursue the concept of relocating the Warrensburg Mealsite to the Catholic Church's hall. Mr. Mason stated he wanted to leave the option to place the mealsite at the Countryside Adult Home open as well. The Committee members offered no objection to the idea. Mr. Payne advised with the aforementioned 30-day cancellation clause there would still be time to go in that direction if the negotiations did not work out with the Catholic Church. Mrs. Kelly stated the Pastor of the Methodist Church had been aware that they were looking for another site.

Dialogue ensued between Mr. Payne and Mrs. Kelly relative to the ownership of the aforementioned appliances. Mrs. Kelly confirmed they belonged to the County. However, she explained that the contracts for all the mealsites that were established before either Mrs. Coalts or she worked in the Office for the Aging stipulated that although the County did purchase the appliances once they were installed at the sites they had to remain there even if the mealsite moved, etc. She noted it would not be worth it to move the appliances because they were so old. They were obtaining prices for new appliances, she added. Mrs. Kelly stated they would be meeting with Sister Linda either later today or the first of next week. She advised she would keep

the Committee members updated on the status of the negotiations.

Agenda review continued, and Mrs. Kelly noted copies of the Office for the Aging's August Newsletter were included in the Agenda packet (Item No. 4).

Pursuant to Agenda Item No. 5, Mrs. Kelly stated they were distributing coupons for the Farmers' Markets at various locations and the list of the distribution sites was included in the Agenda packet. She stated there were eligibility requirements for the coupons and that information was outlined in the Newsletter.

Concluding her Agenda (Item No. 6), Mrs. Kelly announced the annual Senior Picnic would be held on September 5th. She noted copies of the announcement which detailed the event were included in the Agenda packet. Mrs. Kelly invited the Supervisors to attend the Picnic, and she added they would not have to do the cooking.

William Resse, Director of the Employment & Training Administration (ETA), requested privilege of the floor for Sharon Sano, Senior E&T Counselor, to speak on an item that concerned both the ETA and the Office for the Aging. Mr. Bentley extended privilege of the floor to Ms. Sano.

Ms. Sano stated on behalf of ETA she wanted to publicly thank the Office for the Aging for providing two work sites which enabled them to place youth who were participating in ETA's Summer Employment Program. She explained the sites had enabled them to place more youth from the Program than they had thought they were going to be able to, and they appreciated that very much. Mrs. Kelly acknowledged the remarks. The youth also helped them out, she said.

There being no further Office for the Aging business to come before the Committee, Mr. Bentley thanked Mrs. Kelly and Mrs. Coalts and they left the meeting at 10:14 a.m.

Privilege of the floor was extended to Mr. Resse, who distributed copies of his Agenda packet for the meeting, a copy of which is on file with the minutes.

Mr. Resse commenced with review of his Agenda. He stated Items No.1 a, i, 1, 2 and b were follow up items to the Pending Items List from the Clerk of the Board of Supervisors relative to the membership of the WIB (Workforce Investment Board).

First, Mr. Resse requested approval to authorize revisions to the Saratoga-Warren-Washington Counties Consortium agreement to reflect changes in the WIB membership. He explained that Saratoga County and Washington County would exchange the slots of the Title V appointment and the VESID (Vocational and Educational Services for Individuals with Disabilities) appointment (Saratoga County would take the Title V appointment and vice versa). Mr. Resse reminded the Committee members at the last meeting he had reported that the slot on the WIB for a community representative from Warren County would be deleted. He noted that change would also be included in the revisions to the Consortium Agreement. Mr. Resse stated an outline of how the

WIB appointments were allocated among the three Counties was included in the Agenda packet.

Motion was made by Mr. Geraghty, seconded by Mr. Girard and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. A copy of a resolution request form is on file with the minutes.

Mr. Resse advised he had been working with the WIB Director concerning the current vacancy on the WIB for a business representative from Warren County and he expected he would probably have a recommendation for a possible candidate at the next Committee meeting.

Mr. Resse stated the last Pending Item concerned the issue of the County adopting the State's policy to combine the ETA staff and the (New York State) DOL (Department of Labor) staff for the integrated operation of the One-Stop Center. He reported he had met twice with the ETA staff and the union to discuss the issue and he expected to meet with them again before any formal action would be taken.

Pursuant to Agenda Item No. 2, Mr. Resse requested approval to authorize a non-financial agreement with the State DOL that would allow ETA staff to participate in a DOL training program relative to an AED (Automated External Defibrillator) that the State would place in the One-Stop Center. He noted the training would also include other related agencies, as well as DOL's staff. Mr. Resse apprised there would be no cost for the training.

Motion was made by Mr. VanNess, seconded by Mr. Mason and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. A copy of a resolution request form is on file with the minutes.

Next, Mr. Resse presented requests for approval to host a meeting and a picnic (Agenda Items No. 3 a and b). He elaborated that the meeting was of the WIB and it would be held on September 18th at the Ramada Inn in Queensbury. Mr. Resse noted the meeting participants would include State employees, a County employee, volunteers and the 35 members of the WIB. The WIB meets four times a year on a rotating basis between the three counties, he added. Mr. Resse apprised the costs of the meeting were \$110 for room rental and \$350 for food. In reply to Mr. VanNess' query if the funds were in the ETA budget, Mr. Resse confirmed they were. He explained they would come from the grant funds that support the Department.

Mr. Resse stated the second part of the request was to host the annual Summer Youth Program awards picnic. He noted that Ms. Sano would speak on the event. Ms. Sano distributed copies of an announcement of the picnic and a copy of same is on file with the minutes. She stated the picnic would be held on August 16th and all the Supervisors were invited to attend. Ms. Sano noted they would need some help with the cooking. She announced that Warren County District Attorney, Kate Hogan would be the guest speaker at the event.

Motion was made by Mr. VanNess, seconded by Mr. Mason and carried unanimously to approve

the aforementioned request, as presented. A copy of a Request to Host Meeting or Conference is on file with the minutes.

Pursuant to Agenda Item No. 4, Mr. Resse requested approval of a travel request for Ms. Sano to attend the NYATEP (New York Association of Training and Employment Professionals) Conference in Buffalo on October 22nd through October 24th. He apprised the room rate of \$81 per night and the meal costs of \$54 per diem were the costs allowed by the GSA (General Services Administration). Mr. Resse noted that Ms. Sano was listed as the person from the Department who would attend the Conference. However, he said, if that was not possible when it came time for the Conference he would attend. Mr. Resse confirmed for Mr. Mason that the funds for the Conference were in his budget and that they were federal funds.

Motion was made by Mr. Mason, seconded by Mr. VanNess and carried unanimously to approve the aforementioned request, as presented. A copy of the travel request is on file with the minutes.

Mr. Resse advised that Ms. Sano would also be attending a meeting in Glenmont and a County car would be used. However, he questioned if it was correct that the Committee members' approval was not required if the cost of the travel would be under \$100. Mr. Bentley confirmed that was correct.

Next, Mr. Resse requested approval of a Transfer of Funds (Agenda Item No. 5). He distributed copies of the Transfer of Funds to the Committee members and a copy is on file with the minutes. He apprised that the funds would be put into staff salaries to cover costs for the beginning of the new operating year that began on July 1st. Mr. Resse explained these were carryover funds that they were allowed to spend for two years after they were carried over. He advised they were waiting for the State to officially notify them that the new funding allocation would be coming and he wanted to make sure that the new costs would be covered until the new funds were received.

Motion was made by Mr. Girard, seconded by Mr. Mason and carried unanimously to approve the Transfer of Funds as presented and to refer it to the Finance Committee.

Next, Mr. Resse discussed Other items No. 6 a, b and c. The first item, he stated, was that the Glens Falls School System had approached the Department and some other agencies concerning a grant they had received from the State VESID Office. Mr. Resse advised the grant was for transitional services for youth who would be moving from school to work and the Department would provide some workshops and training sessions on work readiness skills, etc. He apprised the initial amount of the grant for the Department would be a little over \$2,800. Mr. Resse stated he was waiting to receive more details from the School System on the request and he anticipated bringing a request to enter into an agreement with the School System for the services to the next Committee meeting.

Mr. Resse advised the next item concerned a WIB grant application (Agenda Item No. 6 b). He explained the WIB had asked the Department to pursue the Chairman of the Board of

Supervisors' authorization to sign a grant application they were working on. He noted the other two Counties (Saratoga and Washington) which were in the WIB with Warren County would also be asked to sign off on the application as well as six other counties as it would be a regional effort. Mr. Resse advised the WIB and another WIB were attempting to access about half-a million dollars to provide training for high growth industries, training facilities and to create new partnerships to address the anticipated future shortfalls in the workforce in various sectors, such as high technology. Mr. Resse stated at this time he did not have enough details on the grant application to explain it fully and to request its approval. Therefore, he advised, at the next meeting either the WIB Director or he would provide more details on the grant for the Committee members' information.

Concluding the Agenda, Mr. Resse spoke on a (County) resolution which concerned State-funded mandates (Agenda Item No. 6 c). (Note: Resolution No. 447 of 2007, entitled, "Opposing New York State's Directive that Warren County Fund State-Mandated Services and/or Departments" was adopted by the Board of Supervisors on July 20, 2007). Mr. Resse advised he had received a copy of the Resolution and it had referred to the DOL's One-Stop Center as being a State-mandated Department. He explained he wanted to either clarify how the funds for the Center worked or to ask what costs were meant in the Resolution that were not being funded in case he was asked that question.

Mr. Resse explained that the State received Federal funds which it funneled to the Department and those funds covered all of their program operations including staff and overhead costs. He advised the State paid the rent for the current Department of Labor site and it would do so if the Department was moved to the proposed (County) Health & Human Services Building. Mr. Resse explained that ETA would pay its rent from the State grant it received. He commented he did not have a problem with the Resolution; however, there might be something more that he did not understand from reading it. In reply to Mr. VanNess' question, Mr. Resse confirmed that no County funds were used to pay the rent at the current facility. Mr. VanNess stated he had thought the costs for the rent were included in the County Budget.

Discussion ensued, and Mr. Girard questioned what the term of the lease was with the State. Mr. Resse replied it was for three years and it was based on the expectation that ETA would remain at the current site for two to three years depending on the status of the construction of the aforementioned building. In reply to Mr. VanNess' query on the amount of ETA's annual rent, Mr. Resse apprised it was a little over \$3,333 a month or about \$40,000 a year. He advised when they entered into the current lease agreement, the Department's fair share of the square footage in the building was around 2,800 square feet. However, Mr. Resse noted, they had gotten a very good deal for the first ten years of the lease and based on an increase in the lease amount and a decrease in their funding sources, they had negotiated the most recent lease for a little less than 2200 square feet which was the original size of their space. He commented the new lease was also a good deal relative to their fair share.

Mr. Resse continued. He advised the Department would pay for its own telephone line and usage

costs and the State covered its fair share of the equipment costs for the telephone system that the Committee members had approved earlier this year. The new equipment was now being installed and the Department would soon be on the County's telephone system, he added.

Mr. VanNess stated the point he was trying to make was that during the discussions about the Department's space needs for the Health & Human Services building, they had asked for quite a bit of space. He noted perhaps what they were trying to explain in the Resolution was that if the State wanted the One-Stop Center moved to the building and if the DOL also moved there, the question was what amount of rent the State would be interested in paying and how many staff people would be located there which would need to be discussed with the Supervisors. Mr. VanNess queried if the One-Stop Center had to be mandated by the State in order to receive Federal funds. He explained they were trying to make the State understand what information the County would need to know relative to any move to the proposed new building.

Mr. Payne stated that Mr. Resse had called him about the Resolution; and, he had advised him that the source of the (County's) concerns which were referred to in the Resolution arose from the discussion on the question if the County wanted to move both ETA and DOL to the new building, or if they had to stay together, would it be better to leave them at an off-site location. Mr. Payne advised that Mr. Resse had explained their current location was ideal for the two Offices. Mr. Resse noted as he had said previously he would comply with whatever the County felt was the right way to go. He explained the State did not specify whether they had to be in an off-site location, a mall or a municipal building and they allowed that to be a local decision. However, Mr. Resse advised, the WIB which was the Counties' partner and which shared equally in the decisions on how their programs were set up, did prefer that ETA remain in a mall-like site because they felt it made them more accessible to the public and it gave the operation a different feel.

Mr. VanNess noted perhaps they should let the County Facilities Committee know that the ETA and DOL could be eliminated from the plans for the new building because the County was not paying rent for its space at the current location. He commented the idea of having all off-site Departments move into the building was to save on rental costs. Mr. Resse concurred that would be an option if they were trying to reduce the size of the building. Mr. Bentley questioned if ETA and DOL were in the new building would they pay the County rent; and Mr. Resse replied that was correct. Mr. Girard noted he did not recall whether revenues were discussed in the previous discussions about moving the One-Stop Center and DOL to the proposed building. He commented if they could get \$18 per square foot for the space that would offset the costs to have the Offices there. Mr. VanNess noted in other discussion Supervisor William Kenny had said he felt the County should have a guarantee from the State that it would move to the proposed building before the building was constructed. Mr. Girard stated if the One-Stop Center and the DOL were going to be split up that issue would also have to be discussed.

Mr. Resse confirmed for Mr. F. Thomas that the DOL and Clark Patterson Associates (the consultant firm for the Health & Human Services Building) had discussed the moving issue during



the design process for the building. Mr. Resse advised DOL had one of their officials attend a couple of the meetings about the building design and they had said they were interested in moving to the building when their lease expired at the current site because they wanted to keep the two Offices together in a joint operation. He noted he could not be sure, but he thought there was a letter from the State which expressed their intent to do that. Mr. Payne advised that Supervisor Haskell (Chairman of the County Facilities Committee) had said he had received signed letters of intent from all the (non-County) agencies that wanted to be located in the building.

Discussion continued, and Mr. Resse commented since some of their programs were for the Department of Social Services' (DSS) clients it would be an advantage to be located in the building with them. Mr. Girard stated the issue of constructing space at \$250 per square foot versus renting space for \$18 per square foot for a separate location should be discussed. However, he said, that was not being done and what was being discussed was to cut the size of the building. Mr. Girard stated that \$30 million was too high a cost for the proposed building and the issue of where they wanted the project to end up had to be discussed. Mr. Bentley responded the revenues from the rent for the One-Stop Center and the DOL would somewhat offset the costs of the space in the building for those Offices.

Mr. Payne apprised the proposed building was 100,000 square feet and based on a rate of \$300 per square foot the total cost of the building would be \$30 million. If, he said, the space for the One-Stop Center and the DOL was 10,000 square feet at the \$30 rate it would cost \$3 million to build the space for them. He apprised at the rate of \$18 a square foot the total annual rent would be \$180,000 and it would take 16 years before the County would get its money back. Mr. Payne noted he thought that was why the issue of cutting the space for those Offices had been discussed. Mr. Girard asked if those figures were factored into the renegotiations for the Offices' space in the building; and, Mr. Payne replied they were not. He apprised he was using the current figures and the rate of \$300 a square foot was extremely high, plus it included furniture. Mr. Payne noted the \$300 figure could be cut significantly and the aforementioned figure of \$250 per square foot was probably closer to the actual rate.

Mr. Resse referred to the aforementioned figure of 10,000 square feet for the space for the One-Stop Center and the DOL. He confirmed that was the size of their current space. However, he stated, he believed in the most recent plans he saw for the building their space had been reduced to a little over 8,000 square feet. Relative to the issue of the best location for the Offices, Mr. Resse explained opinions on that differed and it depended on who answered the question. He stated one idea was that the general public used the agencies better when they were in separate off-site facilities than in municipal buildings with other agencies such as Social Services. Mr. Resse concluded there were pros and cons for both sides of the issue and he would be willing to make whatever location was chosen work. In reply to Mr. Girard's query on which location he would prefer, Mr. Resse said he could see some of the advantages of being located in the County's building. However, he stated, he would favor very slightly the off-site location.

Mr. Girard commented he did not have a problem with that aspect of the issue. However, he

stated, he did have a problem in that a lot had been put into the process for the proposed building and it was now on the table at the original cost of \$30 million. Then, he stated, with the aforementioned cuts to the space it was said that was great because the cost would be \$23 million and that suddenly made the project look so good that it should go forward. Mr. Girard stated he felt that was a shell game. He advised he just wanted to make sure that all the space needs were on the table.

Mr. Resse stated another factor that probably should be considered in the decision process concerned the 16-year time frame for the payback that Mr. Payne spoke about. He commented that based on the way ETA's funding levels had been going it could not be predicted what those levels would be in the next five years. Mr. Resse stated he understood the County would want the building to have sufficient space for future growth and the space might be needed in the next five or ten years. However, he stated, the DOL had tended to close offices throughout the State because they had also been losing funds. Mr. Resse noted since the County's operation was the only one between Plattsburgh and Albany he would guess they would remain here for the long run. However, he acknowledged, although the State had made a commitment to keep the Office here there was no guarantee that would be the case beyond the term of their lease.

Privilege of the floor was extended to Todd Lunt, Director of the Human Resources Department, and he announced that the County had been awarded a Certificate of Appreciation and a plaque from the Federal Department of Labor for being an organization that provided job descriptions for companies and individuals to use nationwide relative to the process of job placement. He stated he thought since ETA handled those activities, it would be more appropriate for the plaque to be given to that Office instead of to the Human Resources Office. Mr. Resse acknowledged the presentation. He explained that some County employees had filled out surveys that provided information on the overall labor market that would be used for research and study purposes in the career decision process at the national level. Mr. Resse thanked the County for being part of the survey.

There being no further business to come before the Committee, on motion by Mr. Mason and seconded by Mr. Girard, Mr. Bentley adjourned the meeting at 10:45 a.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk